

NJDOT Bureau of Research  
**QUARTERLY PROGRESS REPORT**

Project Title:	ADA Program review, Training, and Support Services	
RFP NUMBER: 7057816	NJDOT RESEARCH PROJECT MANAGER: Stefanie Potapa	
TASK ORDER NUMBER:: 7	PRINCIPAL INVESTIGATOR: Agnes Muszynska	
Project Starting Date: 5/6/2009 Project Ending Date: 7/5/2010	Period Starting Date: 4/1/2010 Period Ending Date: 6/30/2010	

Task	% of Total Project Budget	Total Budget	% of Task This Quarter	Cost This Quarter	% of Task to Date	Total Cost to Date
1. Transition Plan support	32%	\$39,262	5%	\$1,963.12	100%	\$39,262
2. Develop training	18%	\$21,647	5%	\$1,082.34	100%	\$21,647
3. Review ADA integration	39%	\$47,876	44%	\$21,065.30	100%	\$47,876
4. Final Report	12%	\$14,785	53%	\$7,836.20	100%	\$14,785
TOTAL	100%	\$123,570		\$31,946.96		\$123,570

**Project Objectives:**

The objectives of this project are to:

1. Review up to five other recent agency Transition Plans to serve as best examples for the development of the NJDOT Transition Plan; provide support for drafting of Transition Plan.
2. Develop training materials for in-house staff training on ADA requirements.
3. Review integration of ADA requirements into select NJDOT documents.
4. Develop Final Report to summarize output of Tasks 1-3.

**Project Abstract:**

For the New Jersey Department of Transportation (DOT), Cambridge Systematics is providing research support for NJDOT's ADA program by providing a review of best practices for Transition Plan development and support for the drafting of a new plan; development of training materials for an internal "train-the-trainer" program; review of select Department of Transportation (DOT) documents for integration of ADA requirements; and compilation of a Final Report to summarize findings.

**1. Progress this quarter by task:**

- Task 1: No comments received from client since the submittal of a Draft Transition Plan on October 1, 2009; task is complete.
- Task 2: Draft and final Training Modules 1-4 have been submitted to client; task is complete.

- Task 3: No further activity once all pertinent documents have been identified for ADA compliance; task is complete.
- Task 4: The Final Report, which summarizes findings from Tasks 1, 2, and 3, will be submitted to client by the end of Quarter 2.

## **2. Proposed activities for next quarter by task**

All tasks are anticipated to be complete by the end of Quarter 2.

## **3. List of deliverables provided in this quarter by task (product date)**

- Modules 1-4 Training Materials – May 12, 2010
- Final Report and project file CD – Anticipated delivery by June 30, 2010

## **4. Problems/Proposed Solutions:**

- No problems identified for this period

Total Project Budget	\$123,570
<b>Contract Amount:</b>	\$123,570
Total Project Expenditure to date	\$123,570
% of Total Project Budget Expended	100%